



# SENIOR ADMINISTRATIVE ANALYST (ACCOUNTING SYSTEMS)

## PROMOTIONAL EXAMINATION

CALIFORNIA STATE GOVERNMENT - AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

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**DEPARTMENTAL  
PROMOTIONAL FOR****EMPLOYMENT DEVELOPMENT DEPARTMENT (EDD)**

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**POSITIONS**Positions exist in Sacramento.

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**POSITION  
DESCRIPTION**

A Senior Administrative Analyst (Accounting Systems), under the general direction of a Staff Services Manager III, supervises the work of subordinate analysts who are responsible for the Department's formal accounting systems and related databases; makes the more difficult and complex studies of the accounting systems and financial organization, policies, procedures, and practices of State agencies and prepares reports containing recommendations; provides consultative service to State officials.

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**SALARY RANGE**\$ 5211 – \$ 6286 per month

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**EXAMINATION DATES**Final Filing Date: **APRIL 27, 2006**

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**FILING  
INSTRUCTIONS**

All Examination Applications (STD 678) must be **POSTMARKED** no later than the final filing date in order to be considered for the examination. Applications not sent through the U.S. Postal Service (i.e., hand carried to the Human Resource Services Division) must be **RECEIVED BY 5:00 P.M. ON THE FINAL FILING DATE**. Use of EDD metered mail, interoffice mail (e.g., red or gold bag), and faxed applications are prohibited. Submit applications directly to:

**MAILING ADDRESS:**

Employment Development Department  
Human Resource Services Div, MIC 54  
Attention: Sr Admin Analyst Exam  
P.O. Box 826880  
Sacramento, CA 94280-0001

**FILE IN PERSON ADDRESS:**

Employment Development Department  
Human Resource Services Division  
Attention: Sr Admin Analyst Exam  
751 N Street, 6<sup>th</sup> Floor Solar Building  
Sacramento, CA 95814

**Note:** To gain access to the 6<sup>th</sup> Floor Solar Building, you must enter at 722 Capitol Mall and sign in at the security desk.

***DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD***

**Note:** All applications must include "from" and "to" dates (month/day/year), time base, civil service class titles, and range. Applications received without this information may be rejected because of incomplete information.

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**REASONABLE  
ACCOMMODATIONS**

If you need an accessible test location, an interpreter, or other special testing arrangements because of a disabling condition or your religious beliefs, please complete question 2 and/or 3 on page 1 of the Examination Application (STD 678). You will be contacted and necessary arrangements will be made.

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**SEE PAGE 2 FOR ADDITIONAL INFORMATION**

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6HR08

JM32-5302

SENIOR ADMINISTRATIVE ANALYST

FINAL FILING DATE: April 27, 2006

**COMPETITION  
LIMITED TO  
STATE EMPLOYEES**

Applicants must have a permanent civil service appointment with the EDD in order to take this examination.

**ELIGIBLE LIST  
INFORMATION**

A departmental promotional eligible list will be established for the EDD. Eligibility expires 12 months after it is established unless the needs of the services and conditions of the list warrant a change in this period.

**REQUIREMENTS  
FOR ADMITTANCE TO  
THE EXAMINATION**

**Note:** All applicants must meet the education and/or experience requirements for this examination by the final filing date.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I "or" II. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

***Minimum  
Qualifications*****Either I**

One year of experience in California state service performing the duties of an Associate Administrative Analyst (Accounting Systems).

**Or II**

Experience: Four years of increasingly responsible technical experience in governmental, commercial, or public accounting performing any one or a combination of the following types of work:

1. Development and installation of varied accounting systems. or
2. Preparation of comprehensive and complex financial statements and tax returns. or
3. Directing or assisting in the direction of the accounting and budgetary work of a business concern or governmental agency. or
4. Analytical and critical examination of financial records and books of accounts of business concerns or governmental agencies.

[At least one year of the qualifying experience shall have been in the full-time development and installation of varied accounting systems and shall have been equivalent in level to an Associate Administrative Analyst (Accounting Systems) in California state service.] and

Education: Either

1. Equivalent to graduation from college, with specialization in accounting. or
2. Completion of either:
  - a. A prescribed professional accounting curriculum given by a residence or correspondence school of accountancy, including courses in elementary and advanced accounting, auditing, cost accounting and business law; or
  - b. The equivalent of 16 semester hours of professional accounting courses given by a collegiate-grade residence institution, including courses in elementary and advanced accounting, auditing, and cost accounting; and three semester hours of business law.

**EXAMINATION  
INFORMATION**

This examination will consist of a Promotional Readiness Evaluation process weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

**Oral Interview:** Candidates will be required to appear before a Qualification Appraisal Panel (QAP) for an oral interview consisting of pre-determined job-related questions.

The QAP will assign each candidate a final competitive score based on the information provided in the candidate's response to the interview questions.

**CANDIDATES WHO DO NOT APPEAR FOR THEIR SCHEDULED ORAL INTERVIEW WILL BE DISQUALIFIED FROM THE EXAMINATION PROCESS.**

**Education and  
Experience**

**Note:** If conditions warrant, this exam may consist only of an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is extremely important that each candidate take special care to accurately and thoroughly complete his/her application.

List all experience relevant to the "Requirements for Admittance to the Examination" shown on this bulletin, even if that experience goes beyond the ten year period stated on the application form (STD 678).

**SCOPE****A. Knowledge of:**

1. Accounting principles and practices.
2. Governmental accounting, budgeting, and fiscal management.
3. Uniform accounting system and financial organization and procedures of the State of California.
4. Principles of organization, administration, and management.
5. Administrative survey principles and techniques to the analysis and development of accounting and financial organization, procedures, and problems of governmental agencies.
6. Principles of public administration.
7. Principles and techniques of personnel management and supervision.
8. Office methods and procedures.
9. Statistical methods.
10. Principles and procedures of automated data processing systems, databases, and other automated methods and applications.
11. Principles and practices of effective personnel management and supervision, which includes the Department's Equal Employment Opportunity program and policies of the Ralph C. Dills Act (State Employer-Employee Relations).

**SCOPE (continued)****B. Ability to:**

1. Direct effectively the work of associate and staff level technical analysts.
2. Establish and maintain cooperative relationships with representatives of public and private agencies.
3. Prepare questionnaires and interview effectively.
4. Prepare comprehensive reports and compile manuals of accounting procedures.
5. Use contemporary analytical tools and methods to analyze data and draw sound conclusions.
6. Communicate effectively.
7. Analyze situations accurately and adopt an effective course of action.
8. Apply administrative survey principles and techniques to the analysis and development of accounting and financial organization, procedures, and problems of governmental agencies.
9. Understand and fulfill supervisory responsibilities under the Ralph C. Dills Act (State Employer-Employee Relations).
10. Understand and effectively carry out State and Department Equal Employment Opportunity and upward mobility practices.

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**INQUIRIES  
ABOUT THIS  
EXAMINATION**

The EDD encourages all potential applicants to read this entire bulletin. Please refer to page 5 of this bulletin for additional examination information. All inquiries about this examination should be directed to the Angie Yee, Exam Technician at (916) 654-9131. In addition, examination information can also be obtained on the internet at [www.edd.ca.gov](http://www.edd.ca.gov).

EDD also maintains a 24-hour recorded Automated Call Processing System. This system, which is updated weekly, provides information on upcoming final filing dates for EDD's open and promotional examinations. To access this system from a touch-tone telephone, call (916) 654-6869

## GENERAL INFORMATION

**THE EMPLOYMENT DEVELOPMENT DEPARTMENT** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances change under which this examination was planned. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

**IT IS THE CANDIDATE'S RESPONSIBILITY** to contact the Employment Development Department, Human Resource Services Division, (916) 654-6869, three weeks after filing his/her application if he/she has not received a Receipt of Application Notice.

**EXAMINATION APPLICATIONS** (STD 678) are available at local offices of the Employment Development Department, at the State Personnel Board, and on the Internet at [www.spb.ca.gov](http://www.spb.ca.gov).

If you meet the requirements stated on this bulletin you may take this examination, which is competitive. Possession of the entrance requirement(s) does not ensure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the other candidates who take this test, and all candidates who pass will be ranked according to their scores.

**EXAMINATION LOCATIONS:** When a written test is part of the examination, it will be given in such places as the number of candidates and conditions warrant. When oral interviews are part of the examination, ordinarily, such interviews are scheduled in the following areas: Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**IF A CANDIDATE'S NOTICE** of oral interview fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**INTERVIEW SCOPE:** If an interview is conducted, in addition to the SCOPE described on this bulletin, the Qualifications Appraisal Panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs, his/her plans for self-development, and the progress he/she has made in his/her efforts toward self-development.

**ELIGIBLE LISTS:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final test scores regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

**PROMOTIONAL EXAMINATIONS ONLY:** Veterans Preference Points are not granted in promotional examinations. Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examination. These rules may be reviewed at the EDD's Human Resource Services Division, at the State Personnel Board, and on the Internet at [www.spb.ca.gov](http://www.spb.ca.gov).

**HIGH SCHOOL EQUIVALENCE:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

EMPLOYMENT DEVELOPMENT DEPARTMENT  
Human Resource Services Division, MIC 54  
P.O. Box 826880  
Sacramento, CA 94280-0001  
Telephone/Exam Hotline: (916) 654-6869  
Web site: [www.edd.ca.gov](http://www.edd.ca.gov)

California Relay Service for Hearing Impaired:  
From TDD Phone: (800) 735-2929  
From Voice Phone: (800) 735-2922